



WEBSITE REQUEST FORM

The items listed below are needed to start the web development process. However, please note that requirements are based on a client-to-client basis:

1. **Has your website been given Division Director Level approval? If so, who is the person authorized to approve website development projects for your department?**

Directors Name: _____

Title: _____

Dept: _____

Street Address: _____

Phone #: _____

E-mail: _____

2. **Designate a Content Manager (CM) for your department who will be responsible for maintaining the site after completion. This person will coordinate the website's work requirements with their assigned IHS Web Team Account Representative during the development process.**

Content Manager's Name: _____

Title: _____

Dept: _____

Street Address: _____

Phone #: _____

E-mail: _____

3. **Is the CM a temporary or permanent employee?** _____

4. **Will there be more than one person within your department who will be responsible for contributing and maintaining content?**

☐ YES ☐ NO

- How many people will require access to the IHS Development Server in order to regularly update information? _____
- Provide the following information for each of your department's key personnel who will need access to our Development Server. This information is required to set-up the "permissions/trusts" to your website's folder.
- (Note: if more than one person needs access to the development server, please attach a list with the below information.)



NAME:

USER LOGIN NAME: the name you use to log into your computer every morning.

DOMAIN NAME: available on your log-on screen under "domain name".

YOUR NETWORK ADMINISTRATOR: contact your local technical department for this information.

5. Provide a brief description of your website's purpose and what function it will serve.

In other words, what do you expect of your website and what would you like the website to accomplish? For example, will your site announce a new program, provide more information for an existing program, etc., and will the website's function be to disseminate information, gather information from users, or distribute newsletters, etc. This will help us to better determine how we can best assist you in meeting your goals.

6. Should the web site be on the Internet or Intranet?

☐

INTERNET

☐

INTRANET

☐

BOTH

7. Please contact Jo Robar in our Albuquerque Office, and he will designate an IHS Web Team Account Representative to assist in developing your site.

Please FAX the Website Request Form to (505) 248-4835 or email the it to the IHS Web Administrator at ihswadmin@mail.ihs.gov.
